

	HOLDING AND INTERVIEW ROOMS	Operations Order 7.7.03
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1. DEFINITIONS

A. Detainees	Arrested subjects in police custody at a police facility with holding and/or interview rooms and/or juvenile interview areas
B. Arrestees	Arrested subjects taken to Maricopa County Sheriff's Office (MCSO) Jail or Juvenile Corrections Center (JCC) and placed in their custody
C. Holding Room	- A room used for the temporary detention of one adult or two juveniles * The room has handcuff rings and can be locked. * See section 2.A below for holding room locations. NOTE: Does not include the interview rooms in the Violent Crimes Bureau (VCB) at Police Headquarters (HQ) or at Black Mountain, Estrella Mountain, and Mountain View precincts.
D. Juvenile Interview Area	- A room/area used for juvenile status offenders or non-offenders * The room/area has no locking device or handcuff rings but can be monitored by officers both visually and audibly.
E. Interview Room	- A room used to interview a victim/witness or interrogate a suspect in a formal setting * The room can be monitored and recorded both visually and audibly, can be locked, and is usually equipped with secured tables that have a handcuff ring and unsecured chairs. * See section 2.B below for interview room locations.

2. PROCEDURES

A. The Department's holding rooms are located at:

- All precincts
- Ahwatukee substation
- City Court [Court Services Detail (CSD)]
- Northern Command Station
- Public Records and Services Bureau (PRSB)
- Sky Harbor International Airport
- Southern Command Station
- Sunnyslope substation

B. The Department's interview rooms are located at:

- Family Advocacy Center (FAC) (victims and witnesses only)
- Violent Crimes Bureau (VCB)
- Black Mountain Precinct
- Estrella Mountain Precinct
- Mountain View Precinct

C. All employees who have the responsibility of detaining arrestees will be trained in the policies and procedures for the use of Department holding and interview rooms/juvenile interview areas.

- This training will normally occur during the Field Training Program.

D. Detained Persons Log

- When a person is arrested and detained at a police facility, the arresting officer **will** enter the required information into the records management system (RMS) "Jail Management/Inmate Tracking" module, under the "Detained Persons Log" tab, as soon as possible after arriving at the holding facility.

EXCEPTION: When a person is arrested by a specialty unit, such as the Crime Impact Unit (CIU) or Special Assignments Unit (SAU), but is transported to a police facility by patrol officers, the **transporting** officers will be responsible for entering the required information in the Detained Persons Log.

- When subjects are detained at a facility not equipped with a computer with RMS access, employees will contact the Information Desk or their precinct/command station to log the arrestee in and out of the "Jail Management/Inmate Tracking" module, under the "Detained Persons Log" tab, by selecting the *Other* "Arrival Cell".

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2. D. (3) Bureau/precinct commanders will designate a supervisor to compare, during each shift, the number of detainees present in the holding room/juvenile interview area against the names listed in the Detained Persons Log.

- (4) Any discrepancies will be noted for follow-up.

E. Handling Detainees in Holding Rooms/Juvenile Interview Areas

NOTE: This section does **not** apply to the interview rooms at FAC or VCB (see section 2.D.I of this order for information on interview rooms).

- (1) Arrested persons should not be taken to police facilities and detained in holding rooms unless it is to wait for the arrival of a responsible party to take custody of the subject or to further any of the following:
 - Processing a subject for booking
 - Blood alcohol concentration testing or drug impairment evaluations
 - One-rolls
 - Investigations/interviews/interrogations
- (2) Detained persons that require the use of a wheelchair, walker, or other mobility assistance device, due to an extremely limited ability to maneuver, will not normally be taken to a Department holding facility.
 - (a) The person should be booked directly into jail or issued an Arizona Traffic Ticket and Complaint (ATTC) as a citation in lieu of detention (CLD) when possible.
 - (b) If it is necessary to one-roll the detained person, they should be taken to a precinct or Central Booking.
 - (c) When it is absolutely necessary to bring a person in a wheelchair to a Department holding facility, they will not enter the holding area through a transfer cell or be placed in a holding room.
- (3) After arriving at the holding room/juvenile interview area, officers **will** secure their firearm/s and **will not** enter an occupied holding room/juvenile interview area while wearing a firearm.
 - All other weapons, oleoresin capicum (OC) spray, Taser® Energy Weapon (TEW), baton, etc., may be worn in the holding room/juvenile interview area as long as they are in a proper carrying case or concealed.
- (4) Prior to placing a detainee in a holding room/juvenile interview area, employees **will** check the room for property, weapons, or contraband.
 - (a) Detainees will not be allowed to retain any property, including shoelaces and belts, while in the holding room.
 - (b) The room will be inspected again after the arrested subject is removed.
- (5) Bureau/precinct juvenile interview areas are not to be used as holding rooms, except in the case of juvenile status offenders.
- (6) Juveniles who are either status offenders or non-offenders will remain unsecured and placed in the unlocked juvenile interview area without handcuff rings, unless the juveniles, by conduct, are a danger to themselves or others (more security may be necessary).
 - The names of these unsecured juveniles will be entered under the “Detained Persons Log” tab by selecting the appropriate “Arrival Cell” as the holding room number to indicate their unsecured status, such as *SMJ02/400 Juvy 02 (unsecured)*.

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2. E. (7) Juveniles who, by conduct, endanger their safety or the safety of others in custody will be separated and secured in a lockable holding room.

- All juveniles held in a secured manner will be entered under the “Detained Persons Log” tab by selecting the appropriate “Arrival Cell” as the holding room number to indicate their secured status, such as *SMJ01/400 Juvy 01 (secured)*.

- * Officers should select the *Other* “Arrival Cell” option when all rooms are occupied.
 - Update the “Arrival Cell” field when a numbered holding room becomes available.

- (8) Juveniles in adult holding areas for blood alcohol concentration testing, drug impairment evaluation, or to use the toilet facilities, will be under constant supervision of an officer.

- (9) Sight and sound contact between juveniles and adults will be limited to incidental or accidental contact.

- (10) Detainees will not be left unattended in holding rooms/juvenile interview areas.

- (11) Male and female detainees will not be placed in a holding room together.

F. Holding Room Capacity/Time Limits

- (1) Holding rooms will not be used for more than **one** adult detainee at a time or more than **two** juvenile detainees at any time.

- (2) Juvenile detainees should not be placed into a juvenile holding room already occupied, unless the other juvenile rooms are at capacity.

- (3) If the maximum capacity of a holding facility is exceeded, arrested persons will be taken to another holding room facility or taken directly to jail.

- (4) Employees will try to limit the time detainees spend in holding rooms to two hours.

- (a) Signs will be posted in holding areas to remind employees of the two-hour time limit.

- (b) If a subject is detained for more than two hours, a supervisor will be notified and advised of the circumstances (search warrants, lengthy investigations, etc.).

- (c) The serial number of the supervisor who was contacted will be entered in the “Comment” date field under the “Detained Persons Log” tab.

- (d) Prisoners from the County jail awaiting City court appearances may be held in the holding rooms at CSD longer than two hours depending on the court docket schedule.

G. Supervision of Detainees

- (1) Employees will perform a face-to-face check of their detainees at least once every 30 minutes.

- Under certain circumstances such as severe impairment, a serious medical condition, or suicidal statements, detainees will be checked every 15 minutes.

- (2) Employees with a detainee in a holding room must be able to monitor the holding area and their detainee either visually or in a clearly audible manner.

- (a) Employees will not allow a detainee out of their direct line of sight if the detainee is in the holding area, but not secured in a holding room.



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2. G. (2) (b) An employee, who needs to leave the area where they are monitoring their detainee, will not do so without first ensuring another qualified employee will be present to monitor the holding area and has agreed to do so.
- (3) Audio or visual recording equipment will not be used to invade the personal privacy of a detainee, such as when they are speaking with their legal counsel, while they are in the holding area.
- (4) Detainees **will not** be allowed to supervise or assume any authority over any other detainee.
- (5) Employees will provide detainees access to bathrooms and drinking water upon request and when it is reasonable to do so.
 - (a) Employees having custody of detainees of the opposite sex will have a qualified employee of the same sex escort the detainee to the bathroom.
 - (b) Detainees with physically limiting disabilities may be allowed to use an Americans with Disabilities Act (ADA) accessible restroom in the public area of the police facility.

NOTE: Employees will use discretion and caution when allowing a detainee outside the holding area and maintain visual contact at all times.

H. Processing Detained Persons at Command Stations

- Whenever a person is detained at a command station after normal business hours, a minimum of two officers will be present and officers will verbally notify a supervisor.
 - * After hours are from 5 p.m. to 7 a.m., Monday through Friday, and any time during holidays and weekends.

I. Procedures for Persons/Detainees Placed in Interview Rooms at FAC or VCB

- (1) Unless otherwise directed by an investigative supervisor, the **transporting** officer is responsible for the care and security (includes arrestee property (if applicable), restroom needs, and other concerns) of the involved/detained person.
 - (a) When the transporting officer is relieved of the care and security of the involved/detained person by an investigative supervisor or another uniformed officer, the transporting officer will document this fact, as well as any property, in an Incident Supplement.
 - (b) If evidence is brought to Police HQ/FAC along with the involved/detained person, the transporting officer will be responsible for:
 - Informing investigators of the evidence.
 - Securing the evidence until turned over to investigators.
- (2) Prior to placing persons/detainees in an interview room, employees **will** check the room for property, weapons, or contraband.
- (3) Detained persons will be secured at all times while at VCB by either handcuffing their hand to a table in an interview room or ensuring their hands are secured/handcuffed behind their back.

EXCEPTION: If a detained person needs to be escorted to the restroom, their hands may be secured with handcuffs in the front.

- (4) There will be, at a minimum, one uniformed officer per detained person while at Police HQ.

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2. J. Violent or Self-Destructive Detainees/Arrestees

- (1) Whenever possible, violent or self-destructive arrestees will be taken directly to a hospital, psychiatric urgent care center, or jail as appropriate.
- (2) If it is not possible to immediately transport a violent or self-destructive arrestee to a permanent holding location, the detainee will be incapacitated with restraints and detained within sight of the employee responsible for the detainee.
- (3) These types of violent persons will not be placed near or allowed to be in close proximity to other detainees.

K. Detainees/Arrestees Under the Influence of Alcohol or Drugs

- (1) Arrested persons that are not self-destructive or violent may be detained in holding rooms.
- (2) Extremely impaired detainees/arrestees will not be kept in a holding room with other detainees or in the holding area where other detainees are not secured.
- (3) An intoxicated detainee/arrestee who cannot be awakened will be treated as an unconscious person.
 - The Fire Department will be summoned.
 - Officers will provide first aid and notify their supervisor.
 - Officers will follow procedures outlined in [Operations Order 7.7.00, Arrestees](#).

3. **SECURITY**

- A. Holding room doors will be secured, whether occupied or not.
- B. Employees may enter a holding room to question the detainee, check welfare, or when necessary to remove the detainee from the holding room.
- C. All tools, such as screwdrivers, hammers, and wrenches, will be kept in a secured location to prevent access by detainees.
- D. Officers will have access to restraining devices when necessary to control a detainee.

4. **VISITORS TO FACILITIES CONTAINING HOLDING ROOMS**

- A. Detainees will not receive visitors or mail during the short time they are in the custody of the Department.
- B. Visitors entering holding rooms for special circumstances, such as maintenance, medical personnel, or a responsible adult for a juvenile, should register their names and reason for entering the facility in the Visitors' Log.
 - Identification will be required.
 - Visitors may be searched at the discretion of the senior officer present.

5. **EMERGENCY ASSISTANCE**

- A. In the event an employee requires assistance in an emergency situation and is unable to exit the holding area, the panic alarm will be activated.
- B. If the holding area is not equipped with a panic alarm or if the employee is unable to reach the alarm, the employee will advise the Communications operator of the need for assistance.

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6. **HOLDING/INTERVIEW ROOM/INTERVIEW AREA MAINTENANCE**

- A. Each bureau/precinct commander will be responsible for the operations and maintenance of the holding/interview rooms/juvenile interview area within their bureau/precinct.
- B. Physical Plant - Facilities containing holding/interview rooms/juvenile interview areas will provide the following minimum comforts for each person occupying the facility:
 - Lighting and circulation as required by the International Building Code, Section 1200
 - Access to toilets, wash basins, and drinking water
- C. Emergency Procedures
 - (1) In the event of fire or other emergency requiring the evacuation of a holding facility, employees will:
 - Immediately remove detainees/arrestees from the holding area.
 - Handcuff detainees/arrestees, as soon as possible, and place them in the rear of a police vehicle parked a safe distance from the fire or other emergency circumstance.
 - (2) Each facility containing holding/interview rooms/areas must have a written emergency evacuation plan with a directive including:
 - A designated primary emergency exit facilitating the evacuation of persons from the facility to a hazard free area.
 - A designated alternate emergency exit.
 - A map with the emergency evacuation plan illustrating primary and alternate exits and escape routes will be placed in a conspicuous place in the holding room/juvenile interview area.
 - Subsequent disposition and housing of detainees.
 - Provisions for medical care and hospital transportation of detainees who may be injured as a result of the emergency.
- D. Fire Equipment

(1) Fire Suppression Equipment (Fire Extinguishers and Sprinklers)	• Equipment will be located in areas approved of in writing by state or local fire officials. • Equipment should be located in easily accessible locations affording minimum opportunity for tampering. • An annual inspection/test will be completed by a contracted vendor and any inoperable devices will be removed and repaired or replaced immediately. • Fire extinguishers will be inspected by designated personnel to ensure operational readiness six months after the annual inspection/testing performed by the contracted vendor. • Fire extinguishers and sprinklers will be inspected weekly by designated personnel to ensure equipment has not been removed, tampered with, or damaged. • All inspection/test results will be logged on the Holding Room/Juvenile Interview Area Inspection Log Form 80-530D.
(2) Fire Monitoring Equipment (Fire Alarms and Smoke Detectors)	• Facilities will have an automatic fire alarm and a smoke detection system approved of in writing by state or local fire officials. • An annual inspection/test will be completed by a contracted vendor and any inoperable devices will be removed and repaired or replaced immediately. • Fire alarms and smoke detectors will be inspected daily by designated personnel with the results logged on the Holding Room /Juvenile Interview Area Inspection Log.

6. E. Sanitation of Holding/Interview Rooms/Juvenile Interview Areas

(1) Sanitation Inspection	- Holding/interview rooms/juvenile interview areas will be inspected for cleanliness daily if used, otherwise weekly. - The results of the sanitation inspection will be noted in the Holding Room/Juvenile Interview Area Inspection Log. - Any unsanitary conditions will be corrected promptly.
(2) Body Fluids	Fluids will be immediately removed and employees will use the cleaning procedures outlined in Operations Order 6.7.00, Communicable Disease Control.
(3) Pest Control	- If pests or vermin are found in the holding rooms, designated personnel will contact pest control professionals to remedy the problem. - Bureaus/precincts with holding rooms having pest control contracts will log the servicing date by pest control professionals in the Holding Room/Juvenile Interview Area Inspection Log to ensure pest control contracts are fulfilled.

F. First Aid Kits

- (1) First aid kits will be available at all police facilities.
- (2) First aid kits will be inspected monthly and will contain:

ITEM	QUANTITY
Adhesive tape - 1/2" x 5 yards	1
Merthiolate swabs	10
Gauze pads - 4" x 4"	10
"King" roll bandage - 2" x 5 yards	1
Eye wash - 1 oz bottle	2
Alcohol swabs (clean wipes)	10
Scissors	1
Kit tweezers	1
Sting kill swabs	10
Knuckle bandage - 1 1/2" x 3"	10
Elastic strip bandage - 7/8" x 3"	50
Fingertip bandage - 1 3/4" x 2"	10

7. **HOLDING/INTERVIEW ROOM/JUVENILE INTERVIEW AREA INSPECTIONS**

- A. **All** inspections will be documented on the Holding Room/Juvenile Interview Area Inspection Log form.
 - (1) Commanders of bureau/precincts containing holding/interview rooms will be responsible for maintenance of the Holding Room/Juvenile Interview Area Inspection Log.
 - (2) Logs will be maintained for three years.
- B. Designated personnel will conduct weekly security inspections of the following areas in the holding facility:
 - Bars/screens
 - Locks
 - Windows
 - Walls
 - Floors
 - Ventilator covers
 - Protective screens
 - Doors

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7. C. The following schedule of inspections will be completed by designated personnel for facilities which have holding rooms and juvenile interview areas.

TYPE OF INSPECTION	FREQUENCY OF INSPECTION
(1) <u>Fire Suppression Equipment</u> - Inspect to ensure equipment has not been removed or tampered with - Inspect for operational readiness	- Weekly - Six months after annual inspection/test by contracted vendor
(2) <u>Fire Monitoring Equipment</u> Visual inspection	Daily
(3) <u>Sanitation Inspections</u>	Daily if used, otherwise weekly
(4) <u>First Aid Kit</u>	Monthly
(5) <u>Security Inspections</u>	Weekly

Last Organizational Review: